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CSP # 83-1334

12 September 1983

MEMORANDUM FOR: Information Services Planning Working Group

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FROM : [redacted] Chairman

SUBJECT : Working Group Plans

1. As you know from the last meeting's minutes and their cover memo, the Information System Board (ISB) accepted our proposed charter without change. Our next job will be to decide specifically what we plan to deliver to the ISB on the subject of planning, and when.

2. In general, I see our immediate responsibilities in the following terms:

a. To develop a planning methodology (how we should plan).

b. To recommend an implementation strategy (who should plan, when, and in cooperation with whom).

c. To develop a presentation for the ISB to convey our recommendations.

The first task constitutes the bulk of our work. As luck would have it, I've found an excellent book on the subject that gives us a tremendous head start. It's by Larry E. Long and is entitled Design and Strategy for Corporate Information Services, subtitled MIS Long-Range Planning. Using this book as a guide, I think we can maintain a fairly tight schedule.

3. I propose we meet every two weeks for the next three months to accomplish the following:

a. Prepare a monthly status report for the ISB. The first report will include the milestones listed below.

b. By 15 October complete our planning methodology.

c. By 15 November complete our implementation strategy.

d. By 15 December, make a formal presentation to the ISB.

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4. As a means of getting things moving, I recommend we form four subgroups:

a. Three people, including the chairman, to form a joint subgroup with the Requirements and Technology Acquisition Working Group to coordinate the activities of the two working groups.

b. Four people (one from each directorate) to adapt the Long methodology to our needs.

c. Four people (one from each directorate) to develop our implementation scheme.

d. The remaining working group members will develop a list of basic planning issues to be addressed in the planning process.

5. Please think about these suggestions and be prepared to comment on them when we meet this Thursday. Also be prepared to pick a subgroup on which to work, if we decide that's the way to go.

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25X1 O/Compt/IHG/ (12 Sep 83)

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